

OFFICE OF THE STATE CONTROLLER  
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2006-27  
CONSOLIDATION OF ANNUAL PARENT NOTIFICATION, SCHOOLSITE DISCIPLINE  
RULES, ALTERNATIVE SCHOOLS  
**FOR FISCAL YEAR 2006-2007**

October 10, 2006

In accordance with Government Code (GC) section 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for filing claims for the Consolidation of Annual Parent Notification (APN), Schoolsite Discipline Rules (SDR), and Alternative Schools (AS), programs. These claiming instructions are issued subsequent to adoption of the consolidated programs' Parameters and Guidelines (P's & G's) by the Commission on State Mandates (COSM).

On August 15, 1994, the COSM determined that test claim legislation established costs mandated by the State according to the provisions listed in the P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

**Limitation**

There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law. The Schoolsite Discipline Rules program has been determined to be optional, repealed, or overturned by the court and consequently is not eligible for reimbursement.

**Eligible Claimants**

Any "school district" as defined in GC section 17519, except for community colleges, that incurs increased costs as a result of this mandate, is eligible to claim reimbursement.

**Filing Deadlines**

**A. Reimbursement Claims**

Initial reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. Actual costs incurred for this program are reimbursable for fiscal year 2006-07. Actual claims for 2006-07 and estimated claims for 2007-08 must be filed with SCO and be delivered or postmarked on or before **January 15, 2008**.

In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline or without the requested supporting documentation will not be accepted.**

## **B. Late Penalty**

### **1. Initial Claims**

AB 3000, enacted into law on September 30, 2002, amended the late penalty assessments on initial claims. Late initial claims submitted **on or after September 30, 2002**, are assessed a late penalty of 10% of the total amount of the initial claims **without limitation**.

### **2. Annual Reimbursement Claims**

All late annual reimbursement claims are assessed a late penalty of 10% subject to the \$1,000 limitation regardless of when the claims were filed.

## **C. Estimated Claims**

Unless otherwise specified in the claiming instructions, school districts are not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27, line (07).

However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, the supplemental claim forms must be completed to support the estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

## **Minimum Claim Cost**

GC section 17564(a) provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such claim exceeds one thousand dollars (\$1,000).

## **Reimbursement of Claims**

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs incurred to implement the mandated activities. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at, or near, the same time the actual cost was incurred for the event or activity in question.

Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts. Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. It may also include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

## **Certification of Claim**

In accordance with the provisions of GC section 17561, an authorized officer of the claimant shall be required to provide a certification of claim stating: "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of the Code of Civil Procedure section 2015.5, for those costs mandated by the State and contained herein.

## **Audit of Costs**

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a school district for this mandate is subject to the initiation of an audit by the SCO no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the SCO to initiate an audit shall commence to run from the date of initial payment of the claim.

In any case, an audit shall be completed no later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. On-site audits will be conducted by the SCO as deemed necessary.

## **Retention of Claiming Instructions**

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

Questions, or requests for hard copies of these instructions, should be faxed to Angie Lowi-Teng at (916) 323-6527 or e-mailed to **LRSDAR@sco.ca.gov**. Or, if you wish, you may call the Local Reimbursements Section at (916) 324-5729.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at [www.sco.ca.gov/ard/local/locreim/index.shtml](http://www.sco.ca.gov/ard/local/locreim/index.shtml).

## **Address for Filing Claims**

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents. **(To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**

Use the following mailing addresses:

If delivered by

U.S. Postal Service:

Office of the State Controller

Attn: Local Reimbursements Section

Division of Accounting and Reporting

P.O. Box 942850

Sacramento, CA 94250

If delivered by

other delivery services:

Office of the State Controller

Attn: Local Reimbursements Section

Division of Accounting and Reporting

3301 C Street, Suite 500

Sacramento, CA 95816

Adopted: 11/30/95  
Amended: 04/24/97  
Amended: 01/27/00  
Amended: 05/23/02  
Amended: 04/26/06  
Corrected: 08/25/06

## **AMENDED CONSOLIDATED PARAMETERS AND GUIDELINES**

### *Annual Parent Notification*

(CSM- 4453, 4461, 4462, 4488, 97-TC-24, 99-TC-09, 00-TC-12)

Education Code Section 48980

As Amended By

Statutes 1977, Chapter 36; Statutes 1979, Chapter 236;  
Statutes 1980, Chapter 975; Statutes 1985, Chapter 459;  
Statutes 1986, Chapter 97; Statutes 1987, Chapter 1452;  
Statutes 1988, Chapter 65; Statutes 1990, Chapters 10 & 403;  
Statutes 1992, Chapter 906; Statutes 1993, Chapter 1296;  
Statutes 1997, Chapter 929; Statutes 1998, Chapters 846 and 1031;  
Statutes 1999-2000, Chapter 1X; Statutes 2000, Chapter 73  
[As Amended By Statutes 2003, Chapter 650 and Statutes 2005, Chapter 677]

Education Code Section 49063, Subdivision (k)

Statutes 1998, Chapter 1031

### *Schoolsite Discipline Rules*

Education Code Section 35291

Statutes 1977, Chapter 965

Statutes 1986, Chapter 87

### *Alternative Schools*

Education Code Section 58501

Statutes 1975, Chapter 448; Statutes 1981, Chapter 469

## **Beginning in Fiscal Year 2006-2007**

## I. SUMMARY OF THE MANDATES

The Commission determined that Education Code sections 35291, 48980, 48900.1, 49063, subdivision (k), and 58501 impose a new program or higher level of service, and costs mandated by the state, for school districts and county offices of education.<sup>26</sup> The following statements of decision address these mandate determinations and are consolidated under these parameters and guidelines:

1. *Notification to Parents: Pupil Attendance Alternatives (CSM 4453)*<sup>27</sup>

(References to subdivision (g) refer to current subdivision (h).)

The Commission determined that Education Code section 48980, subdivision (g)<sup>28</sup> results in costs mandated by the state by requiring school districts to:

Provide or disseminate the notification to parents or guardians including information provided by the California Department of Education explaining the current statutory attendance options, and developing and including all current statutory and local attendance options which are unique to each district, and a procedure for alternative attendance areas or programs all as part of the annual notification, and to develop and distribute school district application forms for requesting a change of attendance, and a description of the appeals process for those applicants who are denied.

2. *Annual Parent Notification (CSM 4461)*<sup>29</sup>

The Commission determined that Education Code section 48980, subdivision (a) required school districts to annually notify the parent or guardian of all pupils of specified Education Code provisions and that the additional printing and distribution of these notifications (in a cost effective manner) result in a reimbursable-state mandated program. The Commission also determined that a negligible reimbursable state-mandated program exists for annually reviewing and modifying the content of the parent notification to incorporate changes within the new sections referenced in these subdivisions.

3. *Schoolsite Discipline Rules (CSM 4462)*<sup>30</sup>

The Commission determined that the requirement in Education Code section 35291<sup>31</sup> for school districts to annually notify the parent or guardian of all pupils

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<sup>26</sup> Article XIII B, section 6, of the California Constitution, and Government Code section 17514.

<sup>27</sup> Statutes 1993, chapter 1296; filed February 16, 1994; Statement of Decision adopted August 15, 1994, and amended February 23, 1995.

<sup>28</sup> Added by Statutes 1993, chapter 1296. Renumbered as subdivision (i) by Statutes 1997, chapter 929; renumbered as subdivision (j) by Statutes 1999, chapter 1X.

<sup>29</sup> Statutes 1992, chapter 906; filed September 2, 1994; adopted August 24, 1995.

<sup>30</sup> Statutes 1986, chapter 87; filed September 16, 1994; adopted August 24, 1995.

of the availability of district rules on student discipline combined with the annual parent notification requirement is a reimbursable state-mandated program.

4. *Alternative Schools Annual Notification* (CSM 4488)<sup>32</sup>

The Commission determined that Education Code section 58501<sup>33</sup> resulted in costs mandated by the state by requiring school districts and county offices of education to:

- a. Provide parents and guardians with a prescribed annual written notice on the alternative schools program.
- b. Make available the alternative schools law at the offices of the principal, county superintendent of schools and district administrative office for anyone who requests this information.
- c. Annually post the alternative schools notice in at least two places at each school site for the entire month of March.

5. *Annual Parent Notification – Staff Development* (CSM 97-TC-24)<sup>34</sup>

The Commission determined that Education Code section 48980, subdivisions (c) and (h), resulted in costs mandated by the state by requiring school districts to:

- a. Provide parents and guardians with annual written notice of the schedule of minimum days and pupil-free staff development days. (Ed. Code, § 48980, subd. (c).)

6. *Annual Parent Notification: 1998-2000 Statutes* (CSM 99-TC-09, 00-TC-12)<sup>35</sup>

The Commission determined that Education Code section 48980, subdivisions (e), (l), and (m), and Education Code section 49063, subdivision (k), resulted in costs mandated by the state by requiring school districts to provide to parents and guardians, the following information:

- a. Notice that pupils will be required to pass a high school exit examination as a condition of graduation. (Ed. Code, § 48980, subd. (e).)
- b. Notice that no pupil may have his or her grade reduced or lose academic credit for any excused absences if the pupil makes up any missed assignments or tests. (Former Ed. Code, § 48980, subd. (l); renumbered

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<sup>31</sup> Amended by Statutes 1977, chapter 965, and Statutes 1986, chapter 87.

<sup>32</sup> Statutes 1975, chapter 448, and Statutes 1981, chapter 469; filed September 29, 1995; Statement of Decision adopted November 15, 1996.

<sup>33</sup> As added by Statutes 1975, chapter 448, and amended by Statutes 1981, chapter 469.

<sup>34</sup> Statutes 1997, chapter 929; filed May 12, 1998; Statement of Decision adopted August 26, 1999.

<sup>35</sup> CSM 99-TC-09; Statutes 1998, chapters 846 and 1031, and Statutes 1999, chapter 1X; filed May 17, 2000. CSM 00-TC-12; Statutes 2000, chapter 73; filed May 11, 2001. Statement of Decision adopted December 12, 2001.

subd. (k) by Stats. 2003, ch. 650, renumbered subd. (j) by Stats. 2005, ch. 677.)

- c. A copy of the complete text of Education Code section 48205. (Former Ed. Code, § 48980, subd. (l); renumbered subd. (j) by Stats. 2005, ch. 677.)
- d. Notice of the availability of state funds to cover the costs of advanced placement examination fees. (Former Ed. Code, § 48980, subd. (m); renumbered subd. (l) by Stats. 2003, ch. 650, renumbered subdivision (k) by Stats. 2005, ch. 677.)
- e. Notice that a prospectus of school curriculum is available for review at the pupil's school, upon request. (Ed. Code, § 49063, subd. (k).)

## **II. ELIGIBLE CLAIMANTS**

Any "school district," as defined in Government Code section 17519, except for community colleges, that incurs increased costs as a result of this mandate is eligible to claim reimbursement.

## **III. PERIOD OF REIMBURSEMENT**

This amended consolidated set of parameters and guidelines is operative for reimbursement claims filed beginning in fiscal year 2006-2007.

Pursuant to Government Code section 17560, reimbursement for state-mandated costs may be claimed as follows:

A local agency or school district may file an estimated reimbursement claim by January 15 of the fiscal year in which costs are to be incurred, and, by January 15 following that fiscal year shall file an annual reimbursement claim that details the costs actually incurred for that fiscal year; or it may comply with the provisions of subdivision (b).

A local agency or school district may, by January 15 following the fiscal year in which costs are incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.

In the event revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between October 15 and January 15, a local agency or school district filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

Reimbursable actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561 (d)(1), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the State Controller's claiming instructions. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

#### **IV. REIMBURSABLE ACTIVITIES**

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of a mandate.

For each eligible claimant, the following activities are reimbursable:

##### **A. Review and Update**

Annual review of Education Code section 48980, subdivisions (a), (c), (e), (h), (j), (k), and 49063, subdivision (k), and the sections referenced therein, for any change to scope and content; prepare or modify the annual parent notification and attendance application, as necessary; and have those changes approved by the governing board. (Ed. Code, § 48980, subd. (a).)

##### **B. Printing**

Annually print or otherwise reproduce the parent notification and district alternative attendance application and any state provided notification/application, and the notice of alternative schools. (Ed. Code, §§ 35291, 48980, subds. (a) & (h).)

##### **C. Distribution**

Annually distribute in a cost-effective manner a copy of the district parent notification and district alternative attendance application, and any state-provided alternative attendance notification/application, and the notice of alternative schools, to the parent or guardian of continuing and new students. (Ed. Code, §§ 35291, 48980, subds. (a) & (h).)

##### **D. Alternative School Laws**

Make available the text of the alternative schools law at the principal's office, county superintendent of school's office, and district administrative office for anyone who requests this information. (Ed. Code, § 58501.)

##### **E. Posting Notice of Alternative Schools**

Post the alternative schools notice in at least two places at each school site for the entire month of March. (Ed. Code, § 58501.)

##### **F. Providing Notice of Minimum Days or Pupil-Free Staff Development Days Scheduled After the First Day of School**

If the schedule of minimum days or pupil-free staff development days are scheduled after the first day of school, prepare and distribute notice of these days to parents or guardians. (Ed. Code, § 48980, subd. (c).)

#### **V. CLAIM PREPARATION: REASONABLE REIMBURSEMENT METHODOLOGY**

The Commission is adopting a *reasonable reimbursement methodology* to reimburse school districts for all direct and indirect costs, as authorized by Government Code section 17557, subdivision (b), *in lieu of payment of total actual costs incurred*. The definition of reasonable reimbursement methodology is in Government Code section 17518.5, as follows:

Government Code Section 17518.5

- (a) *Reasonable reimbursement methodology* means a formula for reimbursing local agency and school district costs mandated by the state that meets the following conditions:
  - (1) the total amount to be reimbursed statewide is equivalent to total estimated local agency and school district costs to implement the mandate in a cost-efficient manner.
  - (2) for 50 percent or more of eligible local agency and school district claimants, the amount reimbursed is estimated to fully offset their projected costs to implement the mandate in a cost-efficient manner.
- (b) Whenever possible, a *reasonable reimbursement methodology* shall be based on general allocation formulas, uniform cost allowances, and other approximations of local costs mandated by the state rather than detailed documentation of actual local costs. In cases when local agencies and school districts are projected to incur costs to implement a mandate over a period of more than one fiscal year, the determination of a reasonable reimbursement methodology may consider local costs and state reimbursements over a period of greater than one fiscal year, but not exceeding 10 years.
- (c) A reasonable reimbursement methodology may be developed by any of the following:
  - (1) The Department of Finance.
  - (2) The Controller.
  - (3) An affected state agency.
  - (4) A claimant.
  - (5) An interested party,

A. Uniform Cost Allowances and Formula for Reimbursable Activities A-E

The *reasonable reimbursement methodology* shall consist of uniform cost allowances to cover all direct and indirect costs of performing activities A-E, as described under Section IV. Reimbursable Activities, and applied to a formula for calculating claimable costs.

The uniform cost allowances for reimbursement of activities, A-E are *as follows*:

1. The fixed cost per page is \$.0697 for fiscal year 2004-2005 costs. In each subsequent year, the Controller shall adjust the fixed cost per page by the Implicit Price Deflator as defined in Government Code section 17523.
2. The maximum number of claimable 8 ½" X 11" pages in the printed notification/application is determined for each program and is included in the matrix that follows.

3. The number of notifications (includes applications), distributed to parents and guardians may be based on one of the following numbers:
  - a. The actual number distributed.
  - b. Actual district enrollment at the time of distribution.
  - c. District's annual average daily attendance (ADA).

The formula for calculating claimable costs for Reimbursable Activities A-E for each program is as follows:

Claimable Costs = (fixed cost/page) X (# of claimable pages) X (# of notifications)

**B. Uniform Cost Allowance and Formula for Reimbursable Activity F.**

The *reasonable reimbursement methodology* shall consist of uniform cost allowances to cover all direct and indirect costs of performing activity F, as described under Section IV. Reimbursable Activities, and applied to a formula for calculating claimable costs.

The uniform cost allowance for preparing and distributing notice to parents and guardians of minimum days or pupil-free staff development days scheduled after the first day of school is \$0.2772 per notice for fiscal year 2004-2005. The Controller shall adjust this cost each subsequent year by the Implicit Price Deflator.

The number of notices prepared and distributed to parents and guardians may be based on one of the following numbers:

1. Actual number of notices distributed.
2. Actual grade level or district enrollment at the time of distribution.
3. District's annual average daily attendance (ADA).

The formula for calculating claimable costs for reimbursable activity F is as follows:

Claimable Costs = (fixed cost/notice) X (number of notices distributed)

**FOR FISCAL YEAR 2006-2007**

The test claim decisions and content of parent notices, maximum number of "claimable pages", reimbursement period, and statutory reference, for each program are as follows:

Test Claim Decisions and Content of Parent Notice	Claimable Pages	Status of Reimbursement Period	Current Reference
CSM-4453 <i>Pupil Attendance Alternatives</i>	Based on District Population: 0-500 -- 1 page 501-2500 -- 3 pages 2501-25,000- 6 pages 25,001+ - 9 pages	Ongoing	Ed. Code, § 48980, subd. (h)

CSM-4461 <i>Annual Parent Notification</i> CSM-4462 <i>School Site Discipline Procedures</i>	2.75 pages	Ongoing	Ed. Code, § 48980, subd. (a)  Ed. Code, § 35291
CSM-4448 <i>Alternative Schools</i>	0.25 page	Ongoing	Ed. Code, §, 58501
97-TC-24 <i>Staff Development Days</i>	1.5 pages	Ongoing	Ed. Code § 48980, subd. (c)
99-TC-09, 00-TC-12  <i>High School Exit Exam</i>  <i>Grade Reduction &amp; Text of Ed. Code § 48205</i>  <i>Advanced Placement Fees</i>  <i>Prospectus of Curriculum</i>	  .5 page  1.7 pages  .5 pages  .5 pages	Ongoing	Ed. Code, § 48980  Subd. (e)  Subd. (j)  Subd. (k)  Ed. Code, § 49063, subd. (k)

## VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs based on this reasonable reimbursement methodology filed by a local agency or school district pursuant to this chapter<sup>36</sup> is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

School districts must retain documentation which indicates the total number of notifications/applications distributed and a sample copy of the notification distributed during the period subject to audit.

<sup>36</sup> This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

## **VII. OFFSETTING SAVINGS AND REIMBURSEMENTS**

Any offsetting savings the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

## **VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS**

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue revised claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the revised adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The revised claiming instructions shall be derived from the test claim decisions and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

## **IX. REMEDIES BEFORE THE COMMISSION**

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

## **X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES**

The Statements of Decisions listed in Section I. Summary of the Mandate are legally binding on all parties with respect to statutes claimed and determined by the Commission on State Mandates and provides the legal and factual basis for these consolidated parameters and guidelines.

However, these Statements of Decision do not address subsequent amendments to the test claim statutes. The support for the legal and factual findings is found in the administrative record for the test claims. The administrative records, including the Statements of Decision, are on file with the Commission.

<b>CLAIM FOR PAYMENT</b> <b>Pursuant to Government Code Section 17561</b> <b>CONSOLIDATION OF ANNUAL PARENT NOTIFICATION,</b> <b>SCHOOLSITE DISCIPLINE RULES, ALTERNATIVE SCHOOLS</b> <b>FISCAL YEAR 2006-07</b>			<b>For State Controller Use Only</b>	<b>PROGRAM</b>  <div style="font-size: 2em; font-weight: bold; text-align: center;">272</div>
(01) Claimant Identification Number			<b>Reimbursement Claim Data</b>	
(02) Claimant Name			(22) FORM-1, (04)(e)	
Address			(23) FORM-1, (05)	
			(24) FORM-1, (06)	
			(25)	
<b>Type of Claim</b>	<b>Estimated Claim</b>	<b>Reimbursement Claim</b>	(26)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(27)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29)	
<b>Fiscal Year of Cost</b>	(06)	(12)	(30)	
<b>Total Claimed Amount</b>	(07)	(13)	(31)	
Less: <b>10% Late Penalty</b>		(14)	(32)	
Less: <b>Prior Claim Payment Received</b>		(15)	(33)	
<b>Net Claimed Amount</b>		(16)	(34)	
<b>Due from State</b>	(08)	(17)	(35)	
<b>Due to State</b>		(18)	(36)	
<b>(37) CERTIFICATION OF CLAIM</b>  <p>In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the school district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Signature of Authorized Officer</p>    <hr/> </div> <div style="width: 45%;"> <p>Date</p>    <hr/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Type or Print Name</p> <p>(38) Name of Contact Person for Claim</p>    <hr/> </div> <div style="width: 45%;"> <p>Title</p>    <hr/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Telephone Number</p>    <hr/> </div> <div style="width: 45%;"> <p>E-mail Address</p>    <hr/> </div> </div>				

<b>Program</b> <b>272</b>	<b>CONSOLIDATION OF ANNUAL PARENT NOTIFICATION , SCHOOLSITE DISCIPLINE          RULES, ALTERNATIVE SCHOOLS          FISCAL YEAR 2006-07          Certification Claim Form          Instructions</b>	<b>FORM          FAM-27</b>
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code.
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing a combined estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete Form-1 and enter the amount from line (08).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from Form-1, line (08). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by **February 5, 2007** and actual claims for FY 06-07 and estimated claims for FY 07-08 must be filed by **January 15, 2008**, otherwise the claims shall be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty), not to exceed \$1,000.
- (15) If filing a reimbursement claim or a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form-1, (04)(A)(f), means the information is located on Form-1, block (04) (A), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the district's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

**SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:**

***Address, if delivered by U.S. Postal Service:***

**OFFICE OF THE STATE CONTROLLER  
 ATTN: Local Reimbursements Section  
 Division of Accounting and Reporting  
 P.O. Box 942850  
 Sacramento, CA 94250**

***Address, if delivered by other delivery service:***

**OFFICE OF THE STATE CONTROLLER  
 ATTN: Local Reimbursements Section  
 Division of Accounting and Reporting  
 3301 C Street, Suite 500  
 Sacramento, CA 95816**

<b>Program</b> <b>272</b>	<b>MANDATED COSTS</b> <b>CONSOLIDATION OF ANNUAL PARENT NOTIFICATION/SCHOOLSITE DISCIPLINE</b> <b>RULES/ALTERNATIVE SCHOOLS</b> <b>FISCAL YEAR 2006-07</b>				<b>FORM</b> <b>1</b>
	(01) Claimant		(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>		
(03) Uniform Cost Allowance					
(a)  Reimbursement Rate Per Page  \$0.0768 for A to E	(b)  Reimbursement Rate Per Page  \$0.3055 for F	(c)  Specified Number of Pages	(d)  Sets Distributed, ADE, or ADA	(e)  Total (a) or (b) x (c) x (d)	
				(a) x (c) x (d)	
				(b) x (c) x (d)	
(04) Total Cost					
<b>Cost Reduction</b>					
(05) Less: Offsetting Savings					
(06) Less: Other Reimbursements					
(07) Total Claimed Amount					Line (04)(e) – {Line (05) + Line (06)}

<b>Program</b> <b>272</b>	<b>CONSOLIDATION OF ANNUAL PARENT NOTIFICATION/SCHOOLSITE DISCIPLINE RULES/ALTERNATIVE SCHOOLS</b>  <b>FISCAL YEAR 2006-07</b> <b>INSTRUCTIONS</b>	<b>FORM</b> <b>1</b>
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs.  
Form 1 must be filed for a reimbursement claim. Do not complete form 1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27C, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form 1 must be completed and a statement attached explaining the increased costs. Without this information the estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) (a) Enter the unit rate per page for reimbursement of the cost of the annual parent notification/application from the following rates: \$0.0768 for Reimbursable Activities A to E, and \$0.3055 for Reimbursable Activity F.
- (b) Enter the total specified number of pages from the table below based on the applicable district population less the number of pages that the district was not in full compliance with a given program (see below for a list of program names). For example, if a district with a population of less than 500 students is in full compliance with all of the programs except that it fails to furnish a notification relating to transfers based on parent employment, it may not claim that portion of the page count for reimbursement. The total specified number of pages claimable by the district would be calculated as follows: [Column H - Column B] or [10.75 - 2.75] = 8.

	A	B	C	D	E	F
District Population	CSM 4453 \$ 48980 (h)	CSM 4461 \$ 48980(a)	CSM 4462 \$ 35291	CSM 4488 \$ 58501	97-TC-24 \$48980(c)	99-TC-09 00-TC-12 \$ 48980 (e), (j), (k) \$ 49063 (k)
	Ongoing	Ongoing		Ongoing	Ongoing	(e),(k), Ongoing (j) Ongoing
0 - 500	1	2.75	N/A	0.25	1.50	0.50 1.70
501-2,500	3	2.75	N/A	0.25	1.50	0.50 1.70
2,501-25,000	6	2.75	N/A	0.25	1.50	0.50 1.70
25,001 +	9	2.75	N/A	0.25	1.50	0.50 1.70

## Column Program Name

- A Pupil Attendance Alternatives
- B Annual Parent Notification
- C Schoolsite Discipline Rules (Not eligible: Optional, repealed, or overturned by court).
- D Alternative Schools
- E Staff Development Days/Internet Policy
- F Annual Parent Notification: High School Exit Exam/Grade Reduction & Text/Advanced Placement Fees/Prospectus of Curriculum

- (c) Enter the number of sets of notifications distributed, the actual district enrollment (ADE) at the time of distribution, or the district's annual average daily attendance (ADA).
- (d) Leave blank.
- (04) Enter the product of column (a) for Reimbursable Activities A to E, or (b) for Reimbursable Activity F, times (c) times (d). Refer to **Section IV. REIMBURSABLE ACTIVITIES**, of the Parameters and Guidelines, pages 5 and 6.
- (05) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (06) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (07) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (05), and Other Reimbursements, line (06), from Total Cost, line (04)(e). Enter the remainder on this line and carry the amount forward to form FAM-27C, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.